

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road
Sacramento, California 95827**

NGCA-JSD-SP

31 October 2018

MEMORANDUM FOR Members of the Active **California Air National Guard**

SUBJECT: State Active Duty Vacancy Announcement 2018-107 - Expires 30 November 2018

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement expires **30 November 2018** unless sooner rescinded. An appointment to this position provides full benefit status for the appointee and their beneficiaries. The incumbent will be appointed on annually renewable State Active Duty orders through year six, at which time the incumbent may be eligible for career status IAW CMD Reg 600-1 w/ Change #1. Continuation and subsequent extensions of service will be determined by the individual's performance of duty and continuation of funding. ***The officer selected for this position will be paid at their federal pay grade, not to exceed 0-5.***

2. This announcement has minimum requirements. Failure to meet these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the checklist at the end of this announcement for documents required to submit a complete application. ***Applications missing signatures and required documents will not be considered.***

a. TITLE AND PAY GRADE:	Chief of Mission Support (SAD 0-5)
b. EMPLOYMENT LOCATION:	HQ CA ANG, Sacramento, CA
c. PROJECTED EMPLOYMENT DATE:	24 December 2018
d. SELECTING SUPERVISOR:	Chief of Staff, Air

3. The **basic** qualification requirements are:

a. Members of the active **California Air National Guard** in the grades 0-4 through 0-6 may apply. Applicants must have a military affiliation per Para 3-2 of CMD Regulation 600-1 and be assigned to a military position within the CA ANG. Applicants who are not current members of the California Air National Guard may also apply, however, **applicants must meet military affiliation requirements at the time of appointment**. Qualifying service in the active militia must have been within 24 months of the closing date of this vacancy announcement. ***Non-members of the California Air National Guard must submit a letter of intent to meet qualifying military affiliation at the time of appointment along with their application.***

b. Completion of military and civilian education requirements commensurate with the grade of the applicant are required. A Bachelors degree in Accounting, Finance, Business Administration, Economics or a Business-related field is desirable, as is a Masters degree. ***Attach documentation of your highest level of civilian education.***

c. Military assignments appropriate to the grade of the applicant are required.

d. Must be able to effectively communicate verbally and in writing.

e. Must have, at minimum, two years' experience in Logistics, Contracting, Transportation, Supply, Civil Engineering or Financial Management.

f. Must possess above average competence in analysis, evaluation and problem solving abilities. Desirable to have had graduate level courses in management analysis/economics/statistics.

g. Must possess, at minimum, a Secret security clearance.

h. Applicant must meet, and maintain, Federally Recognized medical fitness standards. ***Attach a current copy, within the past twelve months, of your ARCNet Individual Readiness Detail.***

i. Must pass Live Scan upon hire date.

- j. Appropriate military uniform with federally recognized rank will be worn in accordance with military regulation.
- k. Must be able to pass both State and Federal background checks (Live Scan). Continuation of employment is contingent upon maintaining favorable State and Federal background checks.
- l. Must possess a valid state driver's license. ***Attach a current copy, within the past six months, of your Department of Motor Vehicle's printout.***

4. Principal Duty Functions:

The Chief, Mission Support functions under the general supervision of the Chief of Staff, Air. Responsibilities are at the senior executive level, directing multiple programs within Air Force, National Guard Bureau and State Military policies and directives.

- a. As the Chief of Mission Support, represents The Assistant Adjutant General, Air and the Chief of Staff, Air by directing, planning and programming resource use for five CA ANG Wings. Supervises the Air Division Resource Management Technician and Resource Advisor. Additionally, directs the Logistics and Operations NCO in matters concerning Logistics.
- b. Responsible for coordination between Finance Managers, Logistics Officers, Base Civil Engineers, Communications Officers, Environmental Managers, Mission Support Group Staff and Commanders at base level and to State and Federal agencies. Advises the Adjutant General on capabilities and shortfalls in regard to all CA ANG resources.
- c. Responsible for planning, programming, budgeting, execution and evaluation of more than 250 million dollars in Federal funds and 4 million dollars in California general funds for State programs supporting five wings and eight associated geographically separated units (GSU). Accountable for programmatic resource allocation in support of the plans and strategy of the California National Guard and State Military Department, ensuring compliance with Federal and State planning and programming guidance.
- d. Responsible for administering The Adjutant General's Internal Controls program and policies to five wings and Air Division. Analyzes trends in material weaknesses and deficiencies and identifies areas for statewide focus and reporting. Coordinates with field and JFHQ Joint Staff to identify Internal Controls for State programs and processes. Administers Air Division Manager's Internal Controls Program and is appointed Primary Assessable Unit Manager for Air Division.
- e. Analyzes and evaluates proposals for application of resources, including Budget Change Proposals, to ensure that such proposals are sound in concept; fully and accurately priced; contribute measurably to increase mission output or effectiveness; and are higher priority than other competing activities from which the necessary resources must come.
- f. Responsible for the effective utilization of base operating costs, ensuring costs are accurately reported and executed in accordance with Air Force directives. Coordinates with Base Civil Engineers and Resource Advisors at each unit to properly plan, program, report and execute funds to meet State and Federal requirements.
- g. Responsible for monitoring master cooperative agreements of CA ANG units between National Guard Bureau, State Military Department and United States Property and Fiscal Officer. Oversees the Facilities and Operations Maintenance Agreement, the Security Forces Agreement, the Environmental Agreement and the Fire Support Agreement for the CA ANG. Analyzes program, recommends program changes and limitations and ensures more than ten million dollars of Federal and State funds are utilized within established policies and funding limitations for these appendices.
- h. Responsible for monitoring master cooperative agreements of CA ANG units between National Guard Bureau, State Military Department and United States Property and Fiscal Officer. Oversees the Facilities and Operations Maintenance Agreement, the security Forces Agreement, the Environmental Agreement and the Fire Support Agreement for the CA ANG. Analyze program, recommend program changes and limitations and ensures more than ten million dollars of Federal and State funds are utilized within established policies and funding limitations for these appendices.

- i. Represent the Assistant Adjutant General, Air and the Chief of Staff, Air at senior staff meetings with Federal, State and local agencies in regards to military construction, Airport Joint Use Agreements, Host-Tenant Lease negotiations and other deliberations regarding resources for out units.
- j. Represents the Assistant Adjutant General, Air and the Chief of Staff, Air as the focal point for formal audits and internal reviews.
- k. A lead planner in the preparation and deployment of the CA ANG and State Military Department's State Strategic Plans with regard to resourcing. Responsible for the proper allocation and utilization of State and Federal resources to meet strategic goals and mission requirements.
- l. Responsible for administering the Continuous Process Improvement (CPI) program for the CA ANG. Coordinates CPI events throughout the State in accordance with the State Military Department's Strategic Plan.
- m. Ensures that logistics programs are developed and implemented which accurately forecast and control allocation of resources according to established policies and procedures to meet State and Federal tasking, including Joint Reception Staging Onward movement and Integration (JRSOI). Ensures accurate reporting of the availability and operational status of all CA ANG State emergency assets and capabilities.
- n. Responsible for emergency operations resource management and accompanied reimbursement actions filed through State Comptroller office to outside Federal agencies. Serves as primary resource manager for the Joint Operations Center (JOC) staff for planning purposes and ultimately managing CA ANG resources during State emergencies.
- o. Responsible for coordinating the effective utilization of communications assets during normal and emergency actions. Coordinates with Communications Officers at Wing and GSU level to properly integrate communications packages into mission requirements.
- p. Responsible for general oversight of the International Affairs program for the CA ANG by ensuring program meets United States European Command, United States Air Force Europe, National Guard Bureau and Ukrainian Embassy country campaign plan and goals. Responsible for the proper utilization of Federal resources during international events. Represents the CA ANG during international planning conferences and major events as required.
- q. Manages and controls logistics plans and programs which encompass the logistic functional areas of supply, maintenance, transportation, fuels, deployment and logistics readiness. Serves as liaison between the USP&FO and the ANG Assistant USP&FO for property pertaining to areas of supply record status and freight traffic management. Serves as principal ANG advisor to the USP&FO on matters pertaining to State ANG supply systems. Administers the ANG Reports of Survey Program. Analyzes and oversees trends relating to the availability of proper equipment for Federal and State missions.
- r. Serves as principal advisor to the Commander, California Air National Guard, Assistant Adjutant General, Air, and Chief of Staff on the status of equipment maintained at each ANG Base and Station. Assists in providing ready ANG units for State and national emergencies. Insures that Federal equipment is available for State emergencies, such as floods, fires and earthquakes. Maintains operational status and equipment locations for all Federal equipment that could be used to State support. Directs equipment and supply transfers between CA ANG units.
- s. Responsible for writing, coordinating and implementing logistical plans and programs. Serves as a focal point for California ANG mobility planning; provides managerial and technical guidance on planning, policy and procedures. Coordinates logistics plans and programs with readiness/deployment, supply, transportation and fuels functions at CA ANG bases in support of assigned missions. Supervises the development of base level mobility plans and reviews and monitors the execution of mobility exercises to insure compliance with directives and effective mission support. Manages statewide CA ANG Wing TF planning efforts for Joint Reception-Staging-Onward Movement-Integration (JRSOI). Participates in the preparation and deployment of the CA ANG and Military Department's State Strategic Plans.
- t. Participates in joint planning and evaluation with staff activities, other military services, CA OES and civilian agencies to plan for logistical and equipment issue for DOMOPS missions and forces, Tier One forces, JRSOI, Homeland Response Force (HRF) – Medical, Border Missions, Counterdrug activities, WMD Civil Support Team (CST) activities and other Federal and State missions.
- u. Serves as HQ CA ANG State Deployment Manager for Airmen and equipment deployed for ESAD/DSCA missions. Responsible for coordinating FRAGO taskers for personnel and equipment with field units. Supervises ESAD staff activated to support the ESAD Air Division deployment process. Develops, staffs and distributes

reporting instructions for Airmen reporting for ESAD. Tracks activated personnel and equipment. Oversees daily field submissions of LogStat Reports to J4. Ensures all training, equipping and preparation are completed prior to deployment.

v. Develops logistics support policies, concepts and systems and provides interpretation and guidance in their implementation. Prepares and implements directives and regulations necessary to assure effective logistics support.

w. Incumbent serves as primary member of the Joint Operations Center (JOC) during State emergencies, responsible for managing ANG logistics operations. Provides advice and assistance on special logistics issues regarding procurement, transportation and sustainment of personnel and material. Serves as liaison between J4 and CA ANG wings during DOMOPS planning and execution. Represents the CA ANG logistics community in California Emergency Management (CalEMA) disaster response working and planning groups.

x. Responsible for conducting follow-up reviews of corrective actions on deficiencies notes in Air Force Major Command Inspection Reports to insure California ANG units are in compliance with State and Federal directives.

y. Provides professional and policy advice and assistance in the development of local policies, procedures and strategic direction for integration of all facets of logistics and logistics support concepts.

z. Coordinates with comptroller activities in projecting unfunded equipment requirements that support domestic operations, budget requirements and allocating funds to logistics programs. Maintains liaison with operational activities to determine present and projected logistics requirements and advises commanders and staff on status of logistics capabilities and readiness.

aa. Responsible for the safeguarding, acquisition and disposition of Air Division equipment, to include Federal Custodian Authorization Custody Receipt Listing (CA/CRL) items, Accountable Item Management (AIM) inventory (IT) equipment and State supply.

bb. Responsible for insuring compliance of all ANG Federal vehicles and powered equipment with State of California Emission Control Standards.

cc. Serves as the principal advisor to the Commander, California Air National Guard, Assistant Adjutant General, Air and Chief of Staff on International Program matters. This includes the State Partnership Program (SPP) with Ukraine and Nigeria as well as other contacts with foreign militaries. Responsible for the planning, coordination and execution of all SPP events for the California Air National Guard. This includes event and exercise development and planning, budgeting, coordination, event execution and evaluation. Frequent coordination with Ukrainian and Nigerian military and civilian leaders, US higher HQ military organizations and State of California senior agency officials is encompassed in these duties.

dd. Deploys overseas as the executive director for SPP events, large scale exercises and in-country planning conferences. Lends military expertise to planning and exercising U.S. military capabilities to foreign military and civilian entities for military-to-military events.

ee. Primary Air National Guard Provost Marshall Program Manager. Tracks and oversees all law enforcement actions for California Air National Guard. Also manages the Executive Security and weapons management program.

5. The officer selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

6. Reimbursement for moving and relocation expenses ***will not*** be paid.

7. Interested applicants must submit a completed and signed SAD Appointment Application (OTAG Form 900-8), and all required supporting documentation, to the Director of State Personnel Programs. Blank SAD Appointment Applications may be obtained from the CMD Jobs site at <https://calguard.ca.gov/cmd-jobs> (click on the SAD tab), or by contacting Mrs. Cheryl Arbaugh at (916) 854-3816 or DSN 466-3816. Complete applications and all supporting documents must be mailed to Joint Force Headquarters, Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 9800 Goethe Road, Sacramento, CA 95827, or e-mailed in one .pdf file through SAFE AMRDEC to ng.ca.caarnng.mbx.sad-application@mail.mil. (SAFE AMRDEC instructions are below.) ***Applications***

NGCA-JSD-SP

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mailed, or e-mailed through SAFE AMRDEC, must be received by the State Personnel office no later than the close of business on Friday, 30 November 2018.

FOR THE DIRECTOR, MANPOWER AND PERSONNEL:

Phillip J. Armstrong (31 October 2018)
Phillip J. Armstrong
Lieutenant Colonel, CA Army National Guard
Director, State Personnel Programs

CHECKLIST FOR SUBMITTING A COMPLETE SAD APPOINTMENT APPLICATION Applications missing signatures and required documents will not be considered	
	SAD Appointment Application (OTAG Form 900-8) available at https://calguard.ca.gov/cmd-jobs (Click on the SAD tab) Applications must be signed by the applicant.
	Documentation of your highest level of civilian education. (i.e. legible copy of either diploma, degree, or transcripts).
	CA ANG Applicants: ARCNet Individual Readiness Detail , current within the past twelve months.
	DMV Printout , current within the past six months. California residents may obtain, at cost, a copy of their DMV printout at the following website: https://www.dmv.ca.gov/wasapp/dr/vieworprintreport.do?method=Continue . (Unit DMV reports are not accepted.)
	Title 10 OCONUS Orders - Currently Deployed Officers only
	Letter of Intent - Non-members of the CA ANG must submit a Letter of Intent to meet qualifying affiliation requirements at the time of appointment?

SAFE AMRDEC Instructions: Website: https://safe.amrdec.army.mil/safe	
1.	Select accordingly if you are accessing the website from a computer with CAC access or not. Note: Either option will allow you to send an encrypted file.
2.	Enter, or confirm your name is entered, then enter your e-mail address (all e-mail addresses work with SAFE AMRDEC).
3.	Click Browse to attach your .pdf file and once selected, it will appear under File(s). Applications must be submitted as one file. Applications uploaded as multiple attachments will not be accepted.
4.	Once you see the file, click the box next to Privacy Act Data.
5.	To the right, in the box "Description of File(s)" enter the following: "Position Applying For", "Vacancy Announcement Number" and "Your Last Name" (i.e. Squad Leader, SAD VA 2017-01, Smith).
6.	Under Recipient Information enter the e-mail address: ng.ca.caarng.mbx.sad-application@mail.mil then click "Add".
7.	Confirm the e-mail address has moved to the Recipient's List Box next to where you entered it.
8.	Under E-mail Setting, click on the following boxes: a. Encrypt e-mail message when possible b. Notify me when file(s) downloads are STARTED (Optional) (system generated e-mail). c. Notify me when file(s) downloads are COMPLETED (Optional) (system generated e-mail). d. Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)).
9.	Click FOUO
10.	Click Upload